

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Insurance Agent/Broker Name]  
[Insurance Agency Name]  
[Agency Address]  
[City, State, Zip Code]

**RE: Request for Additional Insured Endorsement**

Policy Number: [Your Policy Number]

Dear [Agent Name],

I am writing to request an update to my General Liability insurance policy as required by my commercial lease agreement for the property located at: [Lease Property Address].

Please add the following entity as an "Additional Insured" on my General Liability policy:

**Landlord/Entity Name:** [Legal Name of Landlord/Property Owner]  
**Address:** [Landlord's Mailing Address]  
**City, State, Zip:** [City, State, Zip]

The lease agreement requires that this coverage be provided on a primary and non-contributory basis. Please also include a waiver of subrogation in favor of the additional insured if supported by the policy.

Once the endorsement is processed, please issue a Certificate of Insurance (COI) reflecting these changes and email it to me at [Your Email] and directly to the landlord at [Landlord Email].

If there are any additional premiums or information required to complete this request, please contact me immediately.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Company]